



Stephen D. Persinger Recreation Center Rental Request Form

Geneva Park District * 3507 Kaneville Road * Geneva, IL 60134
 Phone 630-232-4501 * Fax 630-232-4502 * www.genevaparks.org

Revised 2/23/09

Request Form must be submitted 14 days prior to rental date requested. This form is a “request” and will be approved/denied within 3-5 business days. No deposit or payment is due with this request. The deposit and payment are due by the date listed on the Rental Confirmation form. Checks, cash or credit cards can be accepted for payment of deposit and rental fees.

Event and Rental Information

REQUIRED: Will there be any exchange of money and/or profits made during or as a result of this facility rental?
 (Check one)

Yes _____ Please Explain _____

No _____

The “Person in Charge” is responsible for any and all damages, must be in attendance during event and is referred to as the “Renter”.

Date: ___/___/___ Day: _____ Hours: From _____ To _____

Total number attending _____ Type of function: _____

Facility Requested (please check)

_____ Gymnasium Court 1	_____ Program Room 201/202	_____ Program Room 203
_____ Gymnasium Court 2	_____ Program Room 201	_____ Program Room 204
_____ Batting Cage	_____ Program Room 202	

Person in Charge: Name: _____

Home Phone: _____ Work phone: _____ Cell Phone _____

Address: _____ City: _____ Zip: _____

ROOM RENTAL POLICIES & PROCEDURES

Reservation, Deposit & Payment

- ◆ Filing this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 3-5 working days for approval/denial.
- ◆ All rentals will be processed on a first-come, first-serve basis. Reservations will be taken no sooner than three (3) months in advance of the rental date.
- ◆ The Park District reserves the rights to reject any rental which it feels is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.

- ◆ All requests will be reviewed and accepted/denied based on: park policy, nature/scope of rental, and facility and staff availability.
- ◆ Renter filing request must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Full rental payment must be received before room is used.
- ◆ If your payment is being made 10 or less working days, your payment must be paid by cash or credit card.
- ◆ Any group or individual which arrives early or stays beyond their scheduled time will be required to pay for the additional time.
- ◆ The “rental period” is defined as the entire amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District’s clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a “No Show” and the building/facility will be closed and staff sent home.
- ◆ The Geneva Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ The park does not offer rentals on any of the following holidays: New Year’s Eve, New Year’s Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

Security Deposit, Cancellation & Refund Policy

- ◆ A deposit plus the rental fee payment will be required after the confirmation form is received. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. The security deposit will be returned as long as there is no damage to the rented area, excessive cleanup required, and you used the area rented within your requested hours.
- ◆ Cancellations made 30 days or less prior to the rental date will forfeit their deposit.
- ◆ If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the Geneva Park District may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

Room Usage

- ◆ **The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or gain.**
- ◆ Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.**
- ◆ The room/area rented must be left in the same condition as you found them. The Park District will remove the filled garbage can liners and replace them.
- ◆ **If the fire alarms are activated, the renter will be responsible for all costs incurred to Geneva Park District to reset the systems.**
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Geneva Park District, City of Geneva and the State of Illinois in use of the facility.
- ◆ The Geneva Community Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental.
- ◆ Candles may not be used as decorations for any rental.

Insurance

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

Food and Drink

- ◆ Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased through the Park District for the rental. A separate form must be filled out for liquor insurance.
- ◆ All food and drink must be kept in the room you are renting; participants may not carry food or drink throughout the building.

Conduct and Supervision

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- ◆ For any function, a sufficient competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
- ◆ All rentals will be overseen by a Building/Rental Supervisor or Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Renters and their guests should cooperate with all park district staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to advise guests of the duties and authority of the supervisor/staff.
- ◆ The Building/Rental Supervisors and Park District staff are not on duty to assist with the renter's activities.

Equipment

- ◆ For gym rentals, the Park District only provides basketball backboards, batting cage, volleyball stands and nets (if requested) in the rental fee. All other items (balls, etc.) must be supplied by the renter.
- ◆ For room rentals, the Park District only provides tables and chairs. All other items must be supplied by the renter.
- ◆ The kitchen is available at an extra charge for warming and serving only. Cooking is not permitted by renters.
- ◆ The Geneva Park District is not responsible for loss, theft or damage of personal property or equipment.

General Policies

- ◆ Smoking is not permitted in Geneva Park District Facilities in compliance with the Illinois Clean Air Act.
- ◆ Smoking is not permitted within 15 feet of the Geneva Community Center Building in compliance with the Smoke Free Illinois Act.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
- ◆ The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
- ◆ Rates and policies are subject to change.

I have read the Geneva Park District's policies and agree to abide by them or risk forfeiture of our facility rental and/or security deposit. I will inform and explain the policies to all guests and participants. I also understand that the Geneva Park District and its employees will be held harmless for claims resulting from use.

Signature _____ **Date** _____



Rental Fees for the Geneva Park District

ROOM AND GYM COURT RENTALS

	<u>In-District</u>	<u>Out-of-District</u>
<u>Security Deposit</u>	\$50	\$50
Gym (per court)	\$50 per hour	\$75 per hour
Batting Cage	\$50 per hour	\$75 per hour
Program Rooms (201, 202, 203 or 204)		
Weekdays	\$30 per hour	\$50 per hour
Weekends/Holidays	\$50 per hour	\$70 per hour
Community Room (201 and 202)		
Weekdays	\$50 per hour	\$95 per hour
Weekends/Holidays	\$70 per hour	\$105 per hour
Kitchen	\$15 per rental	\$15 per rental

Fees subject to change.

Higher rates apply for after-hours rentals. Higher security deposits may apply depending on the nature of the rental.

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